

COMBINED GENERAL AND VERBATIM INSTRUCTIONS

For the

ADMINISTRATION OF NAVY-WIDE ADVANCEMENT EXAMINATIONS FOR

ACTIVE DUTY AND NAVAL RESERVISTS NOT ON ACTIVE DUTY

(E-4 - E-7)

These instructions are applicable to all pay grades E-4 through E-7 examination cycles and will remain in effect until superseded. These instructions should be filed with the Advancement Manual (BUPERSINST 1430.16 series) so they will be available for use in subsequent examination cycles. Additional copies of these instructions are available at NETPDTC's web site (WWW.cnet.navy.mil/netpdtc) or by writing to Commanding Officer, NETPDTC N321, 6490 Saufley Field Road, Pensacola, FL 32509-5240.

- I. Description of NETPDTC 1430/2 Answer Sheet (Orange)
- II. Instructions to the Examiner Prior to Administration
- III. Verbatim Instructions to Candidates
- IV. Post-administration Instructions

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I. Description of NETPDTC 1430/2 Answer Sheet (Orange): The NETPDTC 1430/2 (Rev 1-97) Answer Sheet is orange and supersedes all other answer sheets. It is the only answer sheet acceptable by NETPDTC. The matching worksheet form is NAVEDTRA 1430/2 (Rev 8-92) (S/N 0115-LF-014-6900). When completing the NETPDTC 1430/2 Answer Sheet, which is designed for scoring on an optical scanner, ensure you follow directions as they are given. The optical scanner is very sensitive. No unnecessary marks should appear on the sheet as they may cause erroneous scoring. ***Under no circumstances should the answer sheet be folded, stapled, spindled or mutilated.***

II. Instructions to the Examiner Prior to Administration: It is important to maintain standardized test procedures. The scores of all candidates tested are comparable only if all examiners give exactly the same instructions. Personnel supervising examinations should be thoroughly familiar with these instructions before the examinations are administered. The examinations must be monitored continuously. Proctors should walk about the room to guard against cheating. The following preparations should be made:

- a. Provide an adequate supply of ***soft black-lead*** pencils (***#2 hardness or electrographic***) with erasers. No other marking device shall be used.
- b. Provide an adequate supply of scratch paper.

c. Provide an adequate supply of answer sheets (NETPDTC 1430/2) (Rev 1-97) (Orange).

d. Provide an adequate supply of Advancement Examination Feedback sheets (Yellow). One Advancement Examination Feedback sheet is part of the examination materials for each candidate.

e. Ensure the following materials are available for candidates participating in the indicated rating:

(1) Bearing Rate Slide Rule	FT, STS
(2) Nautical Slide Rule	FT, MN, ETV(SS)
(3) Towed Array D/E Range Finder	STS
(4) At least three sheets of DMA Form 5090 (Maneuvering Board Paper), parallel rulers and dividers	BM, ETV(SS), EW, FT, MN, OS, QM, SM
(5) Two sheets of musical manuscript paper (note 1)	MU
(6) Calculator for Vertical Aerial photography (note 2)	PH
(7) Speed solver	FT, STS

Note: 1. Any candidate may use log tables and slide rules.  
Musicians are not authorized to use **musical slide rules**.

2. All exam candidates may use solar or battery-powered, hand-held electronic calculators of any key configuration so long as they are capable of displaying only a single line of numeric and mathematical characters. Graphing calculators, calculators capable of displaying running text, mini-laptop computers and similar items supporting information storage and retrieval are not authorized. Each candidate must provide a calculator for his/her own use. Exam proctors should satisfy themselves that the calculator is for mathematical use only and will not be used for retrieving or storing text.

3. Seabee calculator use: Seabee ratings are not authorized to use preprogrammed construction, electrician, plumbing and other calculators designed specifically for tradesman use (such as the Construction Master IV). Engineering Aide (EA) candidates are authorized to use general scientific calculators that are not programmable.

4. No other material or instruments will be brought into the examining room.

f. Ensure proctors are thoroughly instructed in the verbatim and monitoring procedures. Proctors shall be assigned to assist examining board members in sufficient numbers to achieve a ratio of at least one examination board member or proctor for every 25 candidates.

g. Ensure the five-digit-UIC (Unit Identification Code) for the activity is available to examinees for block 7 of the answer sheet. (The UIC can be found in the Navy Comptroller Manual, Volume 2, and Chapter 5). If you have a candidate who is attached to or enroute to another command and the UIC of the command is unknown, call NETPDTC (DSN 922-1252, COML 850-452-1252) for the correct UIC.

h. To help prevent cheating, examination booklets **MUST NOT** be placed on desks or tables prior to candidates reporting to the examination area. Ensure candidates' United States Uniformed Services Identification Card (I.D.) cards are examined and compared with the list of examinees before distributing examinations.

i. Ensure that the surface being used has a hard top upon which the answer sheets can be properly marked. Because the answer sheets are optically scanned when processed, ensure that the answer sheet is not marked on any soft surface; such as tablecloths or oilcloths.

2. When candidates have received their examination materials and are seated, examiners should read aloud the Verbatim Instructions that set forth step-by-step procedures for completing the information portion of the answer sheets and the method for answering questions. Examiners should read the Verbatim Instructions **WORD FOR WORD DISTINCTLY AND SLOWLY**. Proctors should assist the examiner by checking the candidates' markings. Allow sufficient time for the candidates to follow instructions.

3. There may be instances when a candidate feels the information on the worksheet is incorrect. In such a case, advise the candidate to circle the information on the **Worksheet** and bring it to the attention of a proctor when he/she finishes the examination. Have the candidate enter the information on the answer sheet as it appears on the worksheet, whether or not he/she thinks it is correct. When there are mistakes, the Examining Board must take corrective action as outlined in Part IV, subparagraphs a and b of these instructions.

### III. Verbatim Instructions to Candidates

Upper case letters indicate that portion which is to be read aloud to the candidates. **Bold** letters indicate that portion which is to be given extra verbal emphasis.

**WAIT FOR INSTRUCTIONS** BEFORE COMPLETING ANY BLOCKS ON YOUR ANSWER SHEET. I REPEAT, **WAIT FOR INSTRUCTIONS** BEFORE COMPLETING ANY BLOCKS ON YOUR ANSWER SHEET! ACCURACY IN FILLING OUT YOUR ANSWER SHEET IS REQUIRED SO THAT YOUR ANSWER SHEET CAN BE PROPERLY SCORED BY THE NAVAL EDUCATION AND TRAINING PROFESSIONAL DEVELOPMENT AND TECHNOLOGY CENTER.

YOU SHOULD HAVE IN FRONT OF YOU AN EXAMINATION ENVELOPE, A WORKSHEET, AN ANSWER SHEET, AN ADVANCEMENT EXAMINATION FEEDBACK SHEET - YELLOW IN COLOR, A SOFT NUMBER TWO OR ELECTROGRAPHIC BLACK LEAD PENCIL WITH AN ERASER, AND SCRATCH PAPER. IF YOU DO NOT HAVE THESE ITEMS, RAISE YOUR HAND AND A

PROCTOR WILL ASSIST YOU. NO MATERIAL WILL BE BROUGHT INTO THE EXAMINING ROOM BY ANY CANDIDATE. IF YOU HAVE ANY MATERIAL IN YOUR POSSESSION OTHER THAN THAT WHICH WE HAVE PROVIDED, RAISE YOUR HAND. A PROCTOR WILL COLLECT THE MATERIAL AND HOLD IT FOR YOU UNTIL YOU HAVE COMPLETED YOUR EXAMINATION. BATTERY OR SOLAR POWERED CALCULATORS, SLIDE RULES, LOG TABLES, SPEED SOLVERS, BEARING RATE COMPUTERS OR ANY OTHER MATERIALS SPECIFICALLY PROVIDED BY OR APPROVED (Ref to paragraph II.e. of this verbatim) BY THE EXAMINING BOARD ARE THE ONLY EXCEPTIONS.

THE ONLY ANSWER SHEET CURRENTLY IN USE IS NETPDTC 1430/2 (Rev 1-97) (ORANGE). BLOCK NUMBERS AND TITLES ON THIS ANSWER SHEET CORRESPOND WITH THE BLOCK NUMBERS AND TITLES ON YOUR WORKSHEET (NAVEDTRA 1430/2 Rev 8-92). CAREFULLY CHECK BLOCK TITLES ON YOUR ANSWER SHEET BEFORE ENTERING ANY INFORMATION.

**DO NOT BEND, FOLD OR MUTILATE YOUR ANSWER SHEET. DO NOT** MAKE ANY UNNECESSARY MARKS ON YOUR ANSWER SHEET. IF YOU MAKE AN ERROR, **MAKE SURE THAT YOU ERASE IT THOROUGHLY**, UNNECESSARY MARKS CAN AFFECT THE PROPER SCORING OF YOUR EXAMINATION.

IF YOU CONSIDER ANY INFORMATION ON YOUR WORKSHEET WRONG, CIRCLE IT ON THE **WORKSHEET**. **I REPEAT**, CIRCLE IT ON THE **WORKSHEET**, AND BRING IT TO THE ATTENTION OF A PROCTOR WHEN YOU FINISH YOUR EXAMINATION. ENTER THE INFORMATION ON YOUR ANSWER SHEET WHETHER YOU THINK IT IS CORRECT OR NOT.

TURN YOUR ANSWER SHEET SO THE HEAVY BLACK DASH MARKS ARE AT THE BOTTOM OF THE PAGE. NOW, ON THE NAME LINE AT THE TOP, PRINT YOUR FULL NAME, **LAST NAME FIRST**. ON THE SOCIAL SECURITY NUMBER LINE, ENTER YOUR SOCIAL SECURITY NUMBER. THEN ENTER TODAY'S DATE, WHICH IS (MONTH NUMBER, DAY, YEAR).

(Pause while examinees comply)

NOW TURN YOUR ANSWER SHEET SO THAT THE HEAVY BLACK DASH MARKS ARE ON THE LEFT.

**NAME (LAST, FIRST, MIDDLE)** (BLOCK 1)

PRINT YOUR LAST NAME, **SKIP** A SPACE, THEN PRINT YOUR FIRST NAME, **SKIP** A SPACE AND THEN PRINT YOUR MIDDLE NAME IF YOU HAVE ONE. IF YOUR FULL NAME IS TOO LONG FOR THE SPACE ALLOWED, ENTER AS MUCH OF YOUR NAME AS POSSIBLE. USE NO PERIODS, COMMAS, OR HYPHENS AND **DO NOT** INCLUDE **JR, SR, III**, ETC. IN THIS BLOCK. **DO NOT** SKIP A SPACE IN YOUR LAST NAME. FOR EXAMPLE, FOR DE MARCO, "D" "E" SPACE "M" "A" "R" "C" "O" ENTER DEMARCO WITHOUT A SPACE. BLACKEN IN THE CORRESPONDING LETTERS IN THE VERTICAL COLUMNS. IN THE CASE OF SKIPPED OR BLANK SPACES, **DO NOT**, I REPEAT, **DO NOT** BLACKEN IN ANY CIRCLES.

**PRESENT RATE** (BLOCK 2)

(For Petty Officers)

REFER TO THE "PRESENT RATE" BLOCK OF YOUR WORKSHEET. ENTER IN THE FIRST TWO OR THREE SPACES OF THIS BLOCK OF YOUR ANSWER SHEET THE PRESENT RATING SHOWN IN THE "PRESENT RATE" BLOCK OF YOUR WORKSHEET; FOR EXAMPLE: "JO", "ABH", "BM", "PN", "ET". THEN ENTER THE PETTY OFFICER LEVEL IN THE LAST SPACE.

EXAMPLE, "1", "2", OR "3." BLACKEN IN THE CORRESPONDING LETTERS AND NUMBERS IN THE VERTICAL COLUMNS. IN THE CASE OF SKIPPED OR BLANK SPACES **DO NOT** BLACKEN IN ANY CIRCLES.

(For non-rated personnel)

REFER TO THE "PRESENT RATE" BLOCK OF YOUR WORKSHEET. FOR DESIGNATED STRIKERS (OTHER THAN "DN" OR "HN") ENTER IN THE FIRST TWO OR THREE SPACES OF THIS BLOCK OF YOUR ANSWER SHEET THE PRESENT RATING SHOWN IN THE "PRESENT RATE" BLOCK OF YOUR WORKSHEET; FOR EXAMPLE: "PN", "ABH", "GM", OR "CTI." FOR ALL PERSONNEL INCLUDING NON-DESIGNATED STRIKERS, ENTER YOUR RATE IN THE LAST TWO SPACES, FOR EXAMPLE: "AN", "CN", "FN", "SN", "DN" OR "HN." BLACKEN IN THE CORRESPONDING LETTERS IN THE VERTICAL COLUMNS. IN THE CASE OF SKIPPED OR BLANK SPACES **DO NOT** BLACKEN IN ANY CIRCLES.

#### **EXAM RATE** (Block 3)

THE EXAM RATE FOR WHICH YOU ARE PARTICIPATING CAN BE SEEN ON THE FRONT PAGE OF YOUR EXAMINATION BOOKLET. IF THE EXAM RATE ON YOUR WORKSHEET IS NOT THE SAME AS THE EXAM RATE ON YOUR EXAMINATION BOOKLET, RAISE YOUR HAND. PRINT THE RATING PORTION; FOR EXAMPLE, "ETV", "BU", "HM", "MMW" OR "YN" OF YOUR EXAMINATION RATE IN THE FIRST TWO OR THREE SPACES OF THE "EXAM RATE" BLOCK. THEN PRINT THE PETTY OFFICER LEVEL OF YOUR EXAM RATE IN THE LAST SPACE, FOR EXAMPLE: "C", "3", "2" OR "1." BLACKEN IN THE CORRESPONDING LETTERS AND NUMBERS IN THE VERTICAL COLUMNS. IN THE CASE OF SKIPPED OR BLANK SPACES, **DO NOT** BLACKEN IN ANY CIRCLES. (**ENSURE THE EXAM RATE IS ENTERED AS IT APPEARS ON YOUR EXAMINATION BOOKLET**). IF THE WRONG EXAM RATE IS ENTERED, YOUR EXAMINATION WILL BE INCORRECTLY SCORED.

#### **SOCIAL SECURITY NUMBER** (Block 4)

ENTER YOUR SOCIAL SECURITY NUMBER IN THE SPACES PROVIDED. BLACKEN IN THE CORRESPONDING NUMBERS IN THE VERTICAL COLUMNS.

**Note to Examiner:** At this point caution candidates to take extra care when darkening in the numbers. There are many problems with candidates darkening in "zero" instead of "one" and vice versa.

#### **EXAM SERIAL** (Block 5)

THIS BLOCK IDENTIFIES THE SEVEN-DIGIT-EXAMINATION-SERIAL NUMBER OF YOUR EXAM BOOKLET. THIS NUMBER IS ON THE FRONT COVER OF YOUR EXAMINATION BOOKLET. ENTER THAT SEVEN-DIGIT-NUMBER IN THE "EXAM SERIAL" BLOCKS. BLACKEN IN THE CORRESPONDING NUMBERS IN THE VERTICAL COLUMNS. (**THIS SERIAL NUMBER SHALL NOT BE OBTAINED FROM ANY SOURCE OTHER THAN THE EXAMINATION BOOKLET. IF THE WRONG SERIAL NUMBER IS ENTERED ON YOUR ANSWER SHEET, YOUR EXAMINATION WILL BE SCORED AS HAVING A DISCREPANCY.**)

#### **CYCLE** (Block 6)

THIS BLOCK IDENTIFIES THE EXAMINATION CYCLE. REFER TO THE "CYCLE" BLOCK ON YOUR WORKSHEET AND ENTER THE THREE-DIGIT-NUMBER IN THE "CYCLE" BLOCK OF YOUR

ANSWER SHEET; YOUR CYCLE NUMBER IS: XXX. BLACKEN IN THE CORRESPONDING NUMBERS IN THE VERTICAL COLUMNS.

**Note to Examiner:** All candidates should have the same number in this block of the answer sheet, as announced in the current CNO NAVADMIN message. XXX - provide correct cycle number to candidates.

**PERMANENT DUTY STATION UIC** (Block 7)

THIS BLOCK INDICATES YOUR COMMAND'S FIVE-DIGIT UNIT IDENTIFICATION CODE (UIC). REFER TO THE "PERM DUSTA UIC" BLOCK OF YOUR WORKSHEET. STARTING WITH THE FIRST BLOCK TO THE LEFT, ENTER ON YOUR ANSWER SHEET THE UIC SHOWN ON YOUR WORKSHEET. IF YOUR UIC CONTAINS THE LETTER "A," ENTER THE LETTER IN THE LAST COLUMN OF THIS BLOCK. BLACKEN IN THE CORRESPONDING NUMBERS/LETTER IN THE VERTICAL COLUMNS.

**For Inactive Reserve Candidates**

**Note to Examiner:** If a Reserve Center is assigned an IR "S" UIC, **ONLY** this UIC is to be used for Block 7 of the examination answer sheet for Inactive Reserve Personnel assigned. **DO NOT** use drill unit RUICs in this case.

**PNEC** (Block 8)

LEAVE THIS BLOCK BLANK.

**SCHOOL** (Block 9)

REFER TO THE "SCHOOL" BLOCK OF YOUR WORKSHEET AND BLACKEN THE CIRCLE(S) ON YOUR ANSWER SHEET THAT CORRESPONDS WITH THE SCHOOLS THAT HAVE BEEN INDICATED ON THE WORKSHEET. IF THE SCHOOL BLOCK OF YOUR WORKSHEET IS BLANK, LEAVE THE CORRESPONDING BLOCK OF YOUR ANSWER SHEET BLANK.

**FORM** (Block 10)

LEAVE THIS BLOCK BLANK.

**Note to Examiner:** Use only if a directive to the contrary has been issued by NAVPERSCOM or NETPDTC. This block is not to be used for candidates taking split examinations.

**BRANCH/CLASS** (Block 11)

REFER TO THE BRANCH/CLASS BLOCK OF YOUR WORKSHEET. BLACKEN IN THE CIRCLE ON YOUR ANSWER SHEET FOR THE BRANCH IN WHICH YOU ARE SERVING AT THIS TIME. **(INACTIVE RESERVE CANDIDATES BLACKEN IN THE CIRCLE FOR USNR (INACTIVE) ONLY.)**

(Note: Ensure ADSW/OYR candidates who are taking the Inactive Reserve exam darken in "USNR-INACTIVE" also.)

**REASON FOR PARTICIPATION** (Block 12)

REFER TO THE "REASON FOR PARTICIPATION" BLOCK OF YOUR WORKSHEET AND BLACKEN THE CIRCLE ON YOUR ANSWER SHEET THAT CORRESPONDS WITH THE REASON YOU ARE PARTICIPATING IN THIS EXAMINATION CYCLE. FOR EXAMPLE, A CANDIDATE WHO IS TAKING A CHIEF PETTY OFFICER EXAMINATION FOR ADVANCEMENT AND FOR LDO, DARKEN THE "ADVANCEMENT" BLOCK. A CANDIDATE WITH INSUFFICIENT TIME IN RATE SHOULD DARKEN THE "LDO" BLOCK ONLY.

**(Block 13)**

LEAVE THIS BLOCK BLANK.

**SPECIAL GROUP** (Block 14)

LEAVE THIS BLOCK BLANK UNLESS YOU ARE PEP.

**ADSD** (Block 15)

**Note to Examiner:** Read the following for Active Duty Candidates **only**. Inactive Reserve leave blank.

THIS BLOCK IDENTIFIES YOUR ACTIVE DUTY SERVICE DATE. REFER TO THE "ADSD" BLOCK OF YOUR WORKSHEET AND ENTER ON THE ANSWER SHEET THE YEAR, MONTH AND DAY SHOWN ON THE WORKSHEET. BLACKEN IN THE CORRESPONDING NUMBERS IN THE VERTICAL COLUMNS.

**TIR DATE** (Block 16)

**Note to Examiner:** Read the following for Active Duty Candidates **only**. Inactive Reserve leave blank.

THIS BLOCK IDENTIFIES YOUR TIME IN RATE DATE. REFER TO THE "TIR DATE" BLOCK OF YOUR WORKSHEET AND ENTER ON THE ANSWER SHEET THE YEAR, MONTH AND DAY SHOWN ON THE WORKSHEET. BLACKEN IN THE CORRESPONDING NUMBERS IN THE VERTICAL COLUMNS.

**PERFORMANCE AVERAGE** (Block 17)

REFER TO THE "PERFORMANCE AVERAGE" BLOCK OF YOUR WORKSHEET AND ENTER ON THE ANSWER SHEET THE PERFORMANCE MARK AVERAGE SHOWN ON THE WORKSHEET. THIS IS A THREE-DIGIT-NUMBER AND THREE DIGITS **MUST** BE ENTERED. FOR EXAMPLE, A PERFORMANCE MARK AVERAGE OF THREE-POINT-FIVE SHOULD BE ENTERED AS THREE-FIVE-ZERO. BLACKEN IN THE CORRESPONDING NUMBERS IN THE VERTICAL COLUMNS. IF NO PERFORMANCE MARK IS ON YOUR WORKSHEET, BRING THIS FACT TO THE ATTENTION OF THE EXAMINER BECAUSE ALL CANDIDATES **MUST** HAVE A PERFORMANCE MARK TO COMPUTE A FINAL MULTIPLE AND PUBLISH VALID EXAMINATION RESULTS.

**AWARDS** (Block 18)

**Note to Examiner:** Awards count only for E-4/E-5/E-6 candidates' final multiple score. E-7 candidates leave this block blank.

REFER TO THE "AWARDS" BLOCK OF YOUR WORKSHEET AND ENTER ON THE ANSWER SHEET THE AWARDS FACTOR SHOWN ON THE WORKSHEET. THE AWARDS FACTOR IS A TWO-DIGIT-NUMBER AND TWO DIGITS **MUST** BE ENTERED. FOR EXAMPLE, IF YOU HAVE AN AWARDS FACTOR OF TWO, ENTER ZERO-TWO IN THIS BLOCK. BLACKEN IN THE CORRESPONDING NUMBERS IN THE VERTICAL COLUMNS. IF THE "AWARDS" BLOCK OF YOUR WORKSHEET IS BLANK, LEAVE THIS BLOCK BLANK.

**(YR/MO/DA ORDER, FOR ACTUAL DATE OF ADVANCEMENT** (Block 19)

E-4/E-5/E-6 CANDIDATES LEAVE THIS BLOCK BLANK.

**Note to Examiner:** Read the following instructions to E-7 candidates **only**.

REFER TO THE "ACTUAL DATE OF ADVANCEMENT" BLOCK OF YOUR WORKSHEET AND ENTER ON THE ANSWER SHEET THE YEAR, MONTH AND DAY SHOWN ON THE WORKSHEET. BLACKEN IN THE CORRESPONDING NUMBERS IN THE VERTICAL COLUMNS.

**FOR DRILLING RESERVISTS TIME** (Blocks 20 and 21)

ACTIVE DUTY CANDIDATES LEAVE BLOCK 20 BLANK.

**Note to Examiner:** Read instructions for Block 20 to drilling reservists **only**.

**TIME IN SERV** (Block 20)

REFER TO THE "TIME IN SERVICE" BLOCK OF YOUR WORKSHEET AND ENTER ON THE ANSWER SHEET THE YEARS AND MONTHS SHOWN ON THE WORKSHEET. BLACKEN IN THE CORRESPONDING NUMBERS IN THE VERTICAL COLUMNS.

**TIME IN GRADE** (Block 21)

**Note to Examiner:** Read instructions for Block 21 to **all** candidates.

REFER TO THE "TIME IN GRADE" BLOCK OF YOUR WORKSHEET AND ENTER ON THE ANSWER SHEET THE YEARS AND MONTHS SHOWN ON THE WORKSHEET. DARKEN IN THE CORRESPONDING NUMBERS IN THE VERTICAL COLUMNS. IF THE "TIME IN GRADE" BLOCK OF YOUR WORKSHEET IS BLANK, LEAVE THIS BLOCK OF YOUR ANSWER SHEET BLANK.

NOW, DOUBLE-CHECK ALL ANSWER SHEET INFORMATION AND MARKS YOU HAVE MADE. SINCE AN OPTICAL SCANNER WILL SCORE THIS ANSWER SHEET, ANY MARKS, RIGHT OR WRONG, THAT YOU HAVE MADE, WILL BE RECORDED. ADDITIONALLY, THE OPTICAL SCANNER READS ONLY THE BLACKENED IN CIRCLES. MAKE SURE ALL CIRCLES ARE COMPLETELY FILLED IN WITH NO STRAY MARKS. THIS WILL HELP ELIMINATE ERRORS AND DISCREPANCIES. CAREFULLY MAKE ANY CORRECTIONS. **DO NOT FOLD, BEND OR MUTILATE** YOUR ANSWER SHEET. IF YOU HAVE ANY QUESTIONS, PLEASE RAISE YOUR



HAND AND A PROCTOR WILL ASSIST YOU. THE ANSWERS TO THIS 150-QUESTION EXAMINATION ARE TO BE ENTERED ON THE ANSWER SHEET. SPACES FOR ANSWERS TO QUESTIONS 1 THROUGH 90 ARE ON THE FRONT AND 91 THROUGH 150 ARE ON THE BACK OF THE ANSWER SHEET. EACH QUESTION IN THIS EXAMINATION HAS FOUR NUMBERED RESPONSES, ONLY ONE OF WHICH IS THE CORRECT ANSWER. YOU ARE TO FILL IN ONLY ONE RESPONSE FOR EACH QUESTION. ANY QUESTION ANSWERED BY TWO OR MORE RESPONSES WILL BE SCORED AS INCORRECT. ANSWER EVERY QUESTION; THE NUMBER OF CORRECT RESPONSES DETERMINES YOUR SCORE. THERE IS NO PENALTY FOR GUESSING.

YOUR EXAMINATION WAS PREPARED SOME MONTHS AGO; THEREFORE, IT IS POSSIBLE THAT SOME OF THE QUESTIONS ARE NOW OBSOLETE. EVEN THOUGH A QUESTION APPEARS TO BE OBSOLETE, BLACKEN IN THE ANSWER THAT YOU BELIEVE TO BE CORRECT.

YOU WILL BE **DISQUALIFIED** IF **CAUGHT CHEATING** DURING THIS EXAMINATION OR IF EVIDENCE OF CHEATING IS DISCOVERED BY THE NAVAL EDUCATION AND TRAINING PROFESSIONAL DEVELOPMENT AND TECHNOLOGY CENTER. REPRODUCTION OF THIS EXAMINATION OR ANSWER SHEET IN WHOLE OR IN PART IS PROHIBITED.

YOU HAVE ALSO BEEN GIVEN A YELLOW SHEET WITH EXAMINATION FEEDBACK QUESTIONS. WHEN YOU ARE COMPLETELY FINISHED WITH THE EXAM **AND** IF THERE IS TIME REMAINING, PLEASE RESPOND TO THE QUESTIONS. REMEMBER; DO NOT ANSWER THE FEEDBACK QUESTIONS UNTIL YOU HAVE COMPLETED THE ADVANCEMENT EXAMINATION. THESE RESPONSES WILL BE USED TO EVALUATE ADMINISTRATIVE PROCEDURES **AND WILL NOT, I REPEAT WILL NOT,** BE COUNTED IN YOUR FINAL MULTIPLE SCORE.

AS A RESULT OF THE EXTREMELY HIGH ACCURACY LEVEL OF THE SCANNING PROCESS, ANSWER SHEETS ARE NOT HAND-GRADED.

IF YOU NEED TO GO TO THE RESTROOM BEFORE BEGINNING THIS EXAMINATION, RAISE YOUR HAND.

**Note to Examiner:** If there are any candidates requiring a break, a break can be given at this time. Proctors must ensure all examining materials remain in the examining room and that no examinations have been opened. Once examination booklets are opened, a break cannot be given except for individual emergencies.

NOW OPEN THE EXAMINATION ENVELOPE AND REMOVE THE EXAMINATION BOOKLET. OPEN YOUR BOOKLET AND PAGE CHECK THE EXAMINATION TO ENSURE THERE ARE NO BLANK OR MISSING PAGES AND THAT ALL PAGES ARE LEGIBLE AND CORRECTLY NUMBERED AND PERTAIN TO THE EXAMINATION IN WHICH YOU ARE COMPETING. ENSURE YOU HAVE THE CORRECT TEST, WITH THE CORRECT SPECIALTY WHERE APPROPRIATE; I.E., ET1, ETV2, AWA3, NCR1, EMN2, MME1, MN2.

**HOWEVER, DO NOT BEGIN THE TEST UNTIL I TELL YOU TO "START THE EXAM".**

Examiner: Emphasize to all candidates that they must make sure they are taking the correct exam.

Pause while these instructions are followed.

NOW, EVERYONE CLOSE YOUR BOOKLET.

DOES ANYONE NEED A REPLACEMENT BOOKLET?

If any examination booklet contains discrepancies, take the following steps:

a. Distribute other examinations if they are available, and collect the booklets containing discrepancies.

b. If spare examinations are not available, arrange for candidates to participate by using the **DUPLICATE** (A-B) method of examination (see paragraph 703 of the Advancement Manual).

c. If neither alternative is possible, determine first whether or not there are more than 10 items of the examination missing or illegible. If more than 10 items are involved, do not use the examination, but immediately request a substitute examination by separate correspondence. If 10 or fewer items are involved, require the candidate to use the examination and complete the items that are present. A report must be made to Commanding Officer, NETPDTC, N321, 6490 Saufley Field Road, Pensacola, FL 32509-5240, concerning this matter. In case of examinations that are not administered to a candidate because of missing items, include the examination as an enclosure to the report, forward either through **Government Overnight Express (GSA contract- currently FedEx) or Registered Mail**. Include the examination in enclosure (3) to the letter of transmittal as a transferred examination.

ARE THERE ANY QUESTIONS? (If there are no questions, say: **READY. OPEN BOOKLETS. BEGIN!**)

After two and one-half hours have elapsed, say:

TWO AND ONE-HALF HOURS HAVE ELAPSED; YOU HAVE 30 MINUTES IN WHICH TO COMPLETE YOUR EXAMINATION.

After three hours have elapsed, say:

**STOP!** CLOSE YOUR EXAMINATION BOOKLETS **IMMEDIATELY**, TURN IN YOUR EXAMINATION BOOKLETS, ANSWER SHEETS, SCRATCH PAPER AND ALL OTHER MATERIALS TO THE EXAMINER.

IV. Post-administration Instructions: As each examinee submits his/her examination materials, the examiner will ensure that the following items are turned in: the same examination booklet that was issued to the candidate, a worksheet, NETPDTC 1430/2 (Orange) Answer Sheet, Advancement Examination Feedback Sheet (Yellow), and **ALL** scratch paper, whether used or unused.

a. The answer sheets must be verified against the worksheet and checked for completeness to ensure all information has been correctly entered. In

those cases where candidates have circled information on the NAVEDTRA 1430/2 Worksheet, indicating they believe information is wrong, the **senior member of the examining board is responsible** for verifying this information before forwarding the answer sheets to NETPDTC. If circled information is incorrect, corrections should be made to the answer sheet by a **member of the examining board** before submission to NETPDTC. **Ensure that responses are well blackened, that any erasures are clean, and that there are no unnecessary marks on the answer sheet.** In the case of errors discovered after submitting answer sheets, take action as outlined in the Advancement Manual or as modified in the current cycle CNO NAVADMIN message.

b. Once the candidate has turned in an answer sheet, only Examination Board Members **may** have access to the answer sheet. The completed worksheet should be used to prepare the letter of transmittal. The **senior member of the examining board** is responsible to ensure that the letter of transmittal is properly prepared, signed and forwarded with the answer sheets to NETPDTC, N321, 6490 Saufley Field Road, Pensacola, FL 32509-5126 **via Government Overnight Express (GSA contract - currently FedEx) or registered first class mail.** In this regard, a separate letter of transmittal must be submitted for each paygrade and **forwarded within seven working days** (See note 3), mail schedule permitting, after each examination. These mailing instructions are to be followed **exactly. Special care must be taken to ensure answer sheets do not become wrinkled or mutilated** Cardboard stiffeners should be used in packaging for mailing.

**Notes:**

1. When Active Duty candidate substitute examinations are administered after the regularly scheduled dates, one letter of transmittal should be used for all paygrades for a respective administration date.

2. INACTIVE RESERVE CANDIDATES: One letter of transmittal should be used for all paygrades for a respective administration date. Answer sheets should be transmitted after each drill weekend. This will enable NETPDTC to start processing earlier. Unused examination destruction should be reported on the last transmittal letter.

3. Those commands with more than 250 examination candidates for a given date have **10** working days to forward answer sheets. See paragraph 712 of the Advancement Manual.